

Form Procedures

NPR 005 Using a Special Proceed Authority (SPA) Form

Description

This document describes how a Special Proceed Authority must be compiled, issued, cancelled, fulfilled and managed.

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Introduction

NRF 005 Special Proceed Authority (SPA) is used to authorise rail traffic movements when the Proceed Authority normally provided by the system of Safeworking in operation is not available.

Numbering forms

Network Controllers authorising the SPA must number the form consecutively on a pad-by-pad basis.

Mandatory items

The following items must be completed:

- 1 SPA Number
- 2 Authority
- 3 As a result of
- 4 Assurances
- 10 Issued to
- 11 Authorised by

Item 2 – Authority

Give clear details of the SPA limits as locations and/or other specified limit.

Item 3 – As a result of

Give brief and clear details about why a SPA is needed.

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Item 4 – Assurances

Review each assurance and:

- write **NA** (Not Applicable) in the assurances box **NA** if the assurance has been considered but is not applicable, or
- write **Y** (Yes) in the assurances box **Y** if the assurance does apply.

Optional items

The following items are optional:

5 Worksites

6 Railway track signal protection

7 Facing points

8 Travelling in the wrong running-direction

9 Special instructions

Review each item, and:

- put a cross in the numbered box **X** if the item does not apply in this instance, or
- tick the numbered box if the item applies in this instance and complete the details.

Item 5 – Worksites

If the item applies, tick the numbered box **5** and complete the details.

Record details of railway track signal protection in Item 6.

Item 6 – Railway track signal protection

If the item applies, tick the numbered box **6** and complete the details.

Item 7 – Facing points

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If there are points that need to be set and secured, tick the numbered box 7 and complete the details.

Item 8 – Travelling in the wrong running-direction

Tick the numbered box 8 if the movement is in the wrong running-direction (on a unidirectional line).

Item 9 – Special instructions

Tick the numbered box 9 if there are further instructions and complete the details, including details of speed restrictions.

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FIGURE 1: NRF 005 Special Proceed Authority (SPA)

RailSafe

Special Proceed Authority (SPA) – NRF 005

1	SPA Number	<input style="width: 100%;" type="text"/>				
2	Authority is given to the Driver of	<input type="text"/> train No.	to travel on the		<input type="text"/> UP <input type="text"/> DN	<input type="text"/> line(s)
	from	<input type="text"/>	<input type="text"/> YL <input type="text"/> EYL <input type="text"/> km <input type="text"/> Sig	to		<input type="text"/> YL <input type="text"/> EYL <input type="text"/> km <input type="text"/> Sig
		(cross out if not applicable)				(cross out if not applicable)
3	As a result of	<input style="width: 100%;" type="text"/>				
4	Assurances Mark each assurance box with either Y (Yes) or NA (Not Applicable) as appropriate					
	<input type="checkbox"/> The track within the limits of this authority, excluding within yard limits of attended locations, will be occupied only by authorised rail traffic					
	<input type="checkbox"/> Affected Signallers have provided an assurance that unauthorised rail traffic is, or will be, restrained from entering the limits under this authority					
	<input type="checkbox"/> Effective communication is established between affected Qualified Workers					
	<input type="checkbox"/> Previously issued Proceed Authorities have been cancelled or fulfilled					
	<input type="checkbox"/> Obstructions are protected					
	<input type="checkbox"/> Current work on track authorities or work on track methods in affected sections are cancelled or fulfilled, or worksites are protected against movements under this authority					
	<input type="checkbox"/> Unless authorised by the Network Controller, intermediate signal boxes and local control panels in affected sections are not to switch in or out while this authority is in force					
	<input type="checkbox"/> Qualified Workers known to be affected have been told about the planned movements under this authority					
	<input type="checkbox"/> Blocking facilities are applied					
	<input type="checkbox"/> Drivers are, or will be, advised of any known temporary speed restriction requirements					
	<input type="checkbox"/> The route to be taken by rail traffic is: <ul style="list-style-type: none"> • set and secured, or • will be set and secured by a Qualified Worker 					
	<input type="checkbox"/> Drivers are instructed to STOP at all active control level crossings and treat them as potentially faulty in accordance with NGE 218 Type F level crossing management . They are located at:					
		<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km
5	Worksites are located at:	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km
6	Railway track signal protection has been placed at:	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km	<input type="text"/> km
7	Facing points you are instructed to set and secure:	<input type="text"/> pts/km	<input type="text"/> pts/km	<input type="text"/> pts/km	<input type="text"/> pts/km	<input type="text"/> pts/km
8	Travelling in the wrong running-direction: You are instructed to travel at a speed safe for the prevailing conditions, and not exceeding 40km/h					
9	Special instructions and additional information	<input style="width: 100%; height: 20px;" type="text"/>				
		<input style="width: 100%; height: 20px;" type="text"/>				
10	Issued to and read back by Driver and Signallers					
	<input type="text"/> name	<input type="text"/> train no.	<input type="text"/> hr	<input type="text"/> / <input type="text"/> / <input type="text"/>		
	<input type="text"/> name	<input type="text"/> location/panel	<input type="text"/> hr	<input type="text"/> / <input type="text"/> / <input type="text"/>		
	<input type="text"/> name	<input type="text"/> location/panel	<input type="text"/> hr	<input type="text"/> / <input type="text"/> / <input type="text"/>		
11	Authorised by Network Controller					
	<input type="text"/> name	<input type="text"/> location/panel	<input type="text"/> hr	<input type="text"/> / <input type="text"/> / <input type="text"/>		

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Related Documents

NRF-005-Special-Proceed-Authority.pdf

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